Sales and Executive Assistant Intern (Financial Services)

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for a six-week placement with Marlon Altoé at New York Life.

Mr. Altoé is the owner of his own financial advising practice through New York Life. He believes that everyone can take control of their financial destiny. He helps clients thrive by developing sound financial strategies, listening to their needs and offering simple answers to complex financial questions.

Services include:

- Insurance planning and financial strategies
- Tax diversification and reduction strategies
- Enhancing executive and employees’ benefits, often at no direct cost to the business
- Estate tax mitigation
- Wealth transfer and distribution strategies
- Business protection and succession
- Charitable planning

Scope of Duties

- Client data management
- Assist with day to day preparation for client meetings
- Assist with implementation of financial plans
- Help with marketing efforts
- Help develop and implement a YouTube video series around financial topics

Qualifications

- Fluency in social media platforms
- Basic computer skills including command of Microsoft Office suite
- Good verbal and written communication skills
- Able to work well in team setting

Characteristics

- Good communicator
- Open to learning new skills
- Good organizational skills
- Respectful and diligent

Location: 420 Lexington Ave, 15th Floor, New York, NY 10170
2020 Internship Position Description

Individual Practice through New York Life

Compensation: This is a part-time internship for up to 12 hours/week. $15/hour paid through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Applications: E-mail cover letter and résumé to Diana Viglucci, Program Manager, at dviglucci@lgbtbrooklyn.org. Subject: New York Life: 2019 Internship Position or upload to the application. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Women, people of color, transgender, and gender non-conforming people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.